Each portlet, except **Traffic and News**, includes either a *Show Info* button or Portlet Purpose Description. This information is meant to provide users with an explanation of what the portlet does and how it is to be used.

How do I Access More Information?

The *Show Info* icon is used when a single portlet contains multiple links to different resources. The *Show Info* link, located in the title bar of the portlet (see Figure 1), displays the relevant information for that portlet. This option is not available for all portlets. Other portlets may display a Portlet Purpose Descriptions, described in the next section.

1. Click *Show Info*, or "ⓘ"icon, is located in the title bar of each portlet. The information for that portlet is displayed in a new browser.
2. To close the new browser, press Alt + F4 or click *Close* at the top right corner of your browser.

How do I Use the Portlet Purpose Description?

The Portlet Purpose Descriptions are placed directly on portlets where the portlet is accessing a single resource. The Portlet Purpose Description is a brief description; usually no more than a sentence or two in length, that describes the portlet and its purpose. It is displayed directly under the title of the portlet (see Figure 1). For example, in the **Air Explorer** portlet, directly under the title, you can read: "Air Explorer accesses ambient concentration data from EPA's Air Quality System (AQS) allowing users to generate maps, graphs, and data tables dynamically." This option is not available for all portlets. Other portlets may have a *Show Info* link, described in the previous section.

What is the Purpose of the Navigation Bar?

The navigation bar includes links to different areas within the Portal. The navigation bar includes a link to *My Page, Search, Employees, My Communities, Collaboration Tools, and Community Access*. The navigation bar (see Figure 1) is the same regardless of which page you are currently viewing.

1. To use the navigation bar, click the appropriate link. In some cases, the bar will drop down to show additional selections in the category (see Figure 2). Then click the link of the page or community you wish to access. For example, if you would like to go to the **Reference Library** Page, click *My Communities*. The list of your communities will drop down. You can then click *General Pages* on the drop down. A fly out will appear showing the pages available, then click *Reference Library* on the fly out.

2. When you would like to search the Portal, click *Search* on the navigation bar. This will take you to a page allowing you to search the Portal.
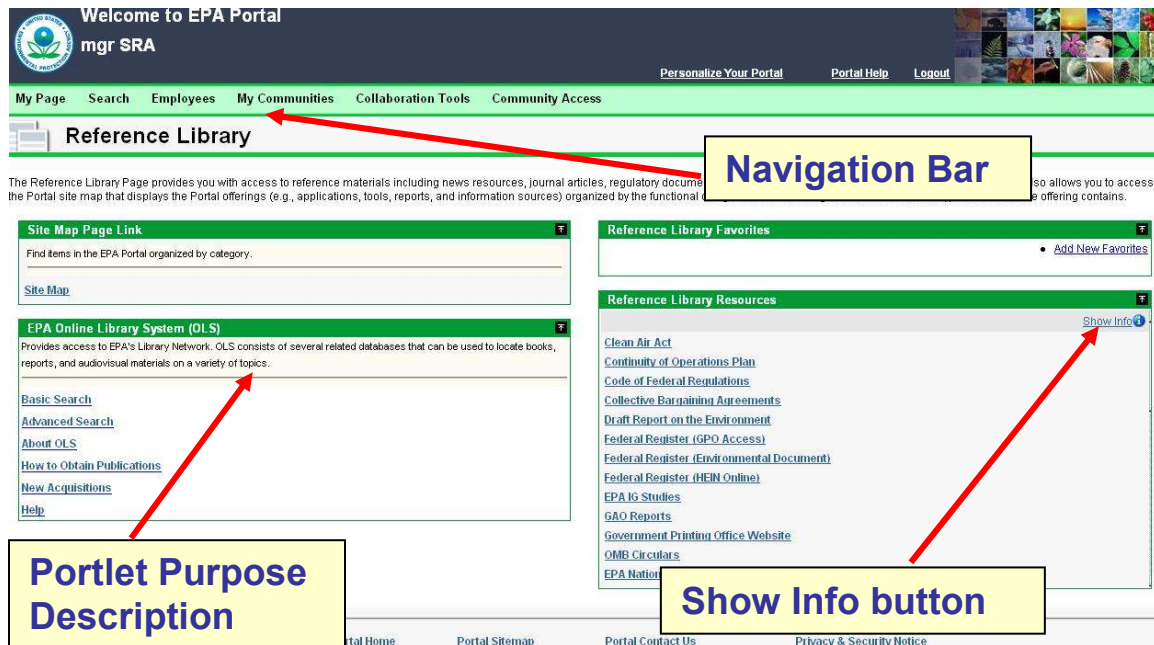

Figure 1: Show Info Link, Portlet Purpose Description, and Left Navigation Bar

Figure 2: Drop Down List with Fly Out

Maximize/Minimize a Portlet

Maximizing and/or minimizing a portlet allows you to see the portlet in "full" (maximized) or in "shrink" (minimized) mode. The icons and their definitions are listed below:

- "⬆" Minimize or collapse
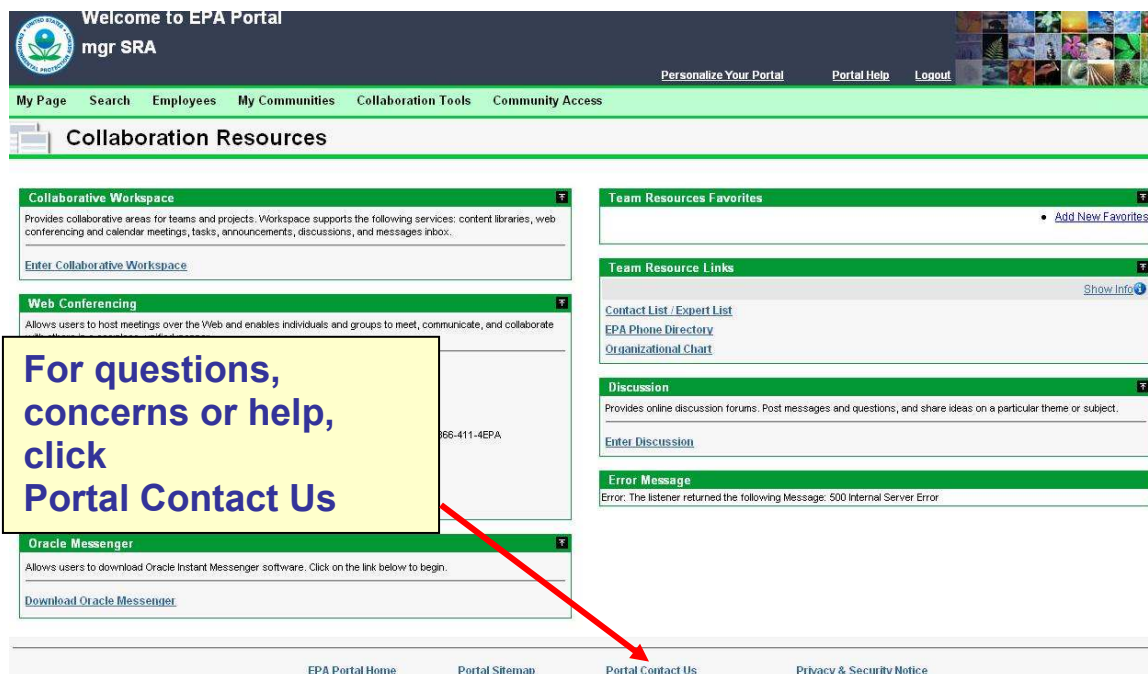- "⬇" Maximize or restore

How do I Log into the Portal?

To log into the Portal, enter your User Name and Password on the Login screen and click *Login*.

How do I Log off of the Portal?

To log-out, or sign-off, of the Portal, click *Log-out* at anytime on any page. The *Log-out* button is always displayed at the top right corner of the page, regardless of which page you are currently viewing.

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, click the Portal Contact Us link, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.

Figure 3: Portal Contact Us Link